

**TOWN OF TROUTMAN  
400 NORTH EASTWAY DRIVE  
TROUTMAN, NORTH CAROLINA**

**TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES**

**June 05, 2017 – 4:00 P.M. – Troutman Town Hall**

Council Members Present: Mayor Pro Tem W. Paul Henkel; Sally P. Williams; Judy Jablonski; James K. Troutman; Paul R. Bryant

Council Members Absent: Mayor Teross W. Young, Jr.

Staff Present: Justin E. Longino, Town Manager; Steven H. Shealy, Finance Director; Kimberly H. Davis, Town Clerk; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Shannon Reidlinger, Town Intern; Sam Leggett, Code Enforcement Officer

Press Present: Debbie Page, SVL Free News  
James Neal, Statesville Record and Landmark

Others: (Sign-In sheet is attached to these minutes)

**I. MAYOR PRO TEM W. PAUL HENKEL CALLED THE MEETING TO ORDER**

**II. MISCELLANEOUS BUSINESS**

**Introduction - Code Enforcement Officer**

Town Manager Justin Longino introduced the Town's new Code Enforcement Officer Mr. Sam Leggett, contracted through Centralina Council of Governments (CCOG). Mr. Leggett addressed Council thanking them for the opportunity to work with the town in resolving code issues. He commented that in the short time he has been with the town, there has been some successes and some issues still in process of being resolved. Mr. Leggett invited Council to contact him at any time with issues and/or concerns. On behalf of the Council, Mayor Pro Tem Henkel welcomed Mr. Leggett to the town and commented that they look forward to his experience in getting issues resolved and the town looking as good as possible.

**A. Business from Council and Mayor**

**1. Budget Discussion**

Town Manager Longino clarified Council member Henkel's question regarding the proposed 3% employee salary increase stating that 1% is across the board cost of living increase and up to 2% merit increase; and clarified that incentives are given when certifications and/or degrees in furthering education are achieved.

Council member Troutman expressed budget concerns regarding the cost and funding of the future Mill Village sewer project. Staff explained that due to the size of the project the town would apply for a low interest long term loan through the North Carolina Division of Environmental Quality. Payments on the loan would not begin until the project is complete, and would not affect the upcoming budget year. Finance Officer Steve Shealy commented that in replacing the dilapidated terra cotta sewer lines there would be a long term savings benefit in the treatment cost of water run-off. Mayor Pro Tem Henkel requested that Town Manager Longino provide an estimated cost of the sewer project at Council's upcoming meeting on Thursday, June 8<sup>th</sup>.

## **2. Randy's BBQ Cruise-In Event Rental Fees**

Town Council member Henkel asked that Council consider waiving the town's \$50 refundable cleaning deposit for the Cruise-in event that was approved to be held the first Saturday of every month through the month of October in the Depot parking lot. Staff was informed that the Depot was not requested, only the parking lot was reserved and asked to exempt the Depot rental fee and only charge for the designated \$5 per 10 parking spaces. With the lot containing approximately 45 spaces, Council discussed that the fee be \$25 per month/event, paid on a monthly basis is reasonable to reserve the entire parking lot.

\*Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, approved to follow the town's rental application fee scheduled charging a total fee of \$25 (\$5 per 10 spaces) per month for Cruise-in event to reserve the entire Depot parking lot (45 spaces) and waive the \$50 refundable cleaning deposit.

Council discussed vandalism to the ceiling fans located at the Depot. Public Works Manager Adam Lippard stated that the electricity has been cut off at the Depot and the damaged fans are scheduled to be replaced. Council member Henkel suggested a security camera be installed at the Depot.

\*Upon motion by Mayor Pro Henkel, seconded by Council member Jablonski, and unanimously carried, approved that a security camera be installed at the Town Depot.

## **B. Business from Staff**

### **1. Review of Fees**

#### **a. Kathy Godley Warehouse**

Town Manager Justin Longino stated that Ms. Godley has requested that Town Council consider capping the Town's Fire Service fee (sprinkler system) for her 301,000 sq. ft. warehouse on Old Murdock Road. Staff recommended a cap at 150,000 sq. ft. for the Godley project and all future industrial projects in efforts of attracting additional commercial and industrial growth. He stated that at \$.50 per sq. ft., Ms. Godley's Fire Service fee would be \$75,000. Following a brief discussion, Council was in agreement that the proposed cap is reasonable in regards to staff's recommendation for Ms. Godley's warehouse as well as amending the Town fee schedule.

\*Upon motion by Mayor Pro Tem Henkel, seconded by Council member Jablonski, and unanimously carried, approved Fire Service Availability Fee cap at 150,000 sq. ft. at \$.50/sq. ft. for commercial and industrial sprinkled space.

(Copied in full, amended fee schedule is attached to and made part of these minutes)

#### **b. Iredell Statesville Schools (ISS)**

Town Manager Justin Longino stated that Iredell Statesville Schools has requested that the Town waive \$2,208.84 in plan review fees (reviewed by the town's engineering firm, West Consultants) for the new auditorium at South Iredell High School (SIHS). Staff anticipates additional fees; not to exceed \$500. Mayor Pro Tem/Council member Henkel spoke in favor of waiving the fees due to the partnership of the Town and ISS in the fact the ISS has enhanced the Town and the Town's economy. Also, ISS contributed \$75,000 for the SIHS greenway project. He commented that in tight budget times and less funding from the state, what little the Town can do, will help out.

\*Upon motion by Council member Jablonski, seconded by Council member Williams, and unanimously carried, approved to waive all review fees billed to Iredell Statesville Schools for the South Iredell High School's Performing Arts Center project.

**2. Discuss Little Library (Town Depot)**

Town Manager Justin Longino advised Council that the Lion's Club is in agreement to paint the Little Free Library the same color as the Depot as well as any other stipulations the Council would like to place on the structure. He stated that Council has approved the location of the Little Free Library, but has not actually approved the installation.

\*Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, installation of the Little Free Library at the Town Depot was approved.

Mayor Pro Tem Henkel suggested that the Town allow the Lions Club to take recognition by permitting placement of the club emblem on the Little Free Library. Council was in agreement.

**3. Discuss Park Alcohol Policy**

Town Manager Justin Longino began the discussion by stating that Chapter 18 of the Town's Code of Ordinances states that alcohol is prohibited at Troutman ESC Park, but continues to state that alcohol, alcoholic beverages, wine and/or beer may be allowed at special events upon permission and conditions of the Town Council. Although, the ordinance does not define special events or conditions. He continued by stating that Falls Cove Property Owners Association has submitted a letter of request to rent the park pavilion and to allow alcohol at the party. Staff is concerned that the current policy is too open-ended and may result in a variety of event requests to have alcohol at the park. Staff is also concerned that it is not fair to all concerned when events such as Party at the Park is allowed to serve alcohol and others are not. Therefore, staff proposes that in keeping with the wording of the existing ordinance, Council place conditions on this request. The Property Owners Association (POA) has insurance that would cover them for this event. Although the Town has its own insurance coverage, Town Manager Longino recommended that Council approve the request with the condition the Town be listed as an additional insured on the POA's policy and that a police officer is retained by the POA for the event. In conclusion, Town Manager Longino stated that staff can research amending the ordinance to make it more clear in the future if Council so desires.

Ms. Jan Huffman, President of the Falls Cove POA stated she does not see an issue with listing the Town as co-insured on the POA's insurance policy, but she will check into it. Ms. Huffman advised that alcohol will be served or sold at the event. Everyone would bring their own beer or wine. Police Chief Matthew Selves commented that there may be licensing issues with bringing in their own beer or wine. Chief Selves to research the NC alcohol laws and get back in touch with Ms. Huffman.

Council member Paul Bryant addressed issues with the current ordinance being open ended and the need to address private events verses public events where alcohol is requested to be allowed, and when and if conditions need to be added. He asked that Council consider amending the ordinance to protect the Town from liability. Council member Bryant distributed a copy of the Town of Mooresville's current policy as an example.

Mayor Pro Tem Henkel asked staff to present a recommendation for amending the Town's ordinance for Council's consideration at their July meeting, and recommended approval of staff's recommendation of the Falls Cove POA request.

Mayor Pro Tem Henkel called for a motion; Council member Bryant ask to be recused from the vote since he is a resident of Falls Cove and his wife is a board member of the association that submitted the request.

\*Upon motion by Mayor Pro Tem Henkel, seconded by Council member Williams, and unanimously carried, Council member Bryant's request to be recused was approved.

\*Upon motion by Mayor Pro Tem Henkel, seconded by Council member Williams, and carried, approved (by a 3-1 vote) to allow beer and wine at Troutman ESC Park for the July 8<sup>th</sup> Falls Cove event with the following conditions: add the Town as co-insured on the POA's insurance coverage; and one (1) Troutman Police Officer on the premises during the event.

Yeas: Henkel, Williams, Jablonski

Noes: Troutman

(Copied in full, Municipal Code Section 18-1 and Falls Cove Property Owners Association request letter is file of CD titled: "Town Council Supporting Documents" dated June 5<sup>th</sup> and June 8<sup>th</sup>, 2017 in CD Book #1 titled, "Town Council Supporting Documents")

### III. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF JUNE 08, 2017, *(Justin Longino, Interim Town Manager)*

***\*\*See Draft Agenda \*\****

#### **Items Discussed:**

Consent Agenda-Item 11. Approval of Façade of Industrial Warehouse, *(Erika Martin, Planning Director)*

Planning Director Erika Martin stated that the façade approval is for Kathy Godley's Industrial Warehouse located on Old Murdock Road. She explained that the new ordinance only requires façade improvements along the office portion of the building. The façade will be of stucco that favors rock. The front will be heavily screened; there will be berms (10' wide, 3' high) with Cryptomeria and Green Giant trees, and the driveway is proposed to be located directly across from Rimmer Farm Road. The site plan shows landscaping proposed around the sides of the building, and the rear portion of the property will remain vegetation. The Design Review Board (DRB) unanimously recommend approval of the proposed façade. Council member Jablonski commented that the DRB did not see the site plan. Ms. Martin explained that the current ordinance does not require the site plan to go before the DRB, only the façade.

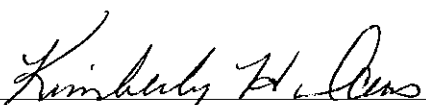
#### **General Comments:**

Mayor Pro Tem Henkel commented that Party in the Park was a success. Recommended that there be more food vendors present at the September Party in the Park.

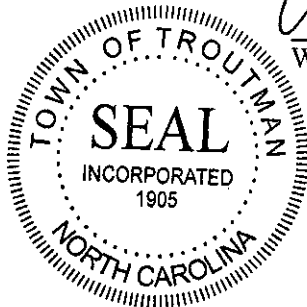
Council member Bryant stated that the Dog Park looks great. It was a fabulous turnout for the ribbon cutting. He continued by commenting that he is sure the dog park will be used a lot, and will increase the traffic to the park, which is a positive for the town.

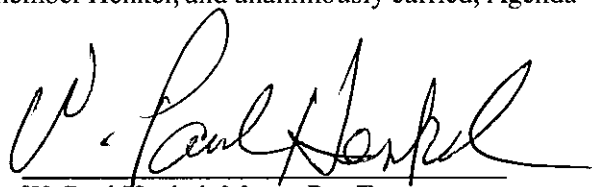
### V. ADJOURNMENT

\*Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of June 05, 2017 was adjourned at 5:25 p.m.

  
Kimberly H. Darr, Town Clerk

(\*) Motion



  
W. Paul Henkel, Mayor Pro Tem